



## MANAGED RISK MEDICAL INSURANCE BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	MANAGED RISK MEDICAL INSURANCE BOARD	<b>RELEASE DATE:</b>	Friday, November 5, 2010
<b>POSITION TITLE:</b>	Career Executive Assignment 2	<b>FINAL FILING DATE:</b>	Friday, November 19, 2010
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	11052010_2

### POSITION DESCRIPTION

"PENDING CONTROL AGENCY APPROVAL".

The Managed Risk Medical Insurance Board (MRMIB) was created in 1990 with a broad mandate to advise the Governor and the Legislature on strategies for reducing the number of uninsured persons in the state. The Board, which meets monthly, is comprised of volunteers appointed by the Governor and the Legislature. The Board has a staff of approximately 121 employees who work to advance the Board's mission and administer its programs. Information about the Board and its programs is available on the MRMIB website at [http://www.mrmib.ca.gov/MRMIB/employment\\_jobs1.html](http://www.mrmib.ca.gov/MRMIB/employment_jobs1.html).

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

#### Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **SPECIAL REQUIREMENTS**

Not Applicable

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity

exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

Sufficient knowledge of the organization, mission and statutory environment of the Department to allow the Career Executive Assignment appointee to function effectively in a policy-influencing assignment. In appraising experience, weight will be given to the following desirable qualifications, as well as possession of the minimum qualifications described:

- Knowledge of the California health plan/insurance marketplace, including trends, issues and stakeholders with particular knowledge of health benefits related issues.
- Demonstrated managerial experience overseeing a number of research projects and activities while managing ongoing operational activities.
- Familiarity with quality improvement strategies for health care services.
- Experience working with a public board or similar body.
- Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, exhibit informed decision making, encourage teamwork and initiatives at all levels, and use sound judgment in managing complex and varied programs.
- Demonstrated strength in communicating complex and/or sensitive information in both oral and written format.
- Techniques for continuous process improvement and maintaining quality customer service.
- Understanding of the basic principles of data management, including data analytics and validation of data provided by plans and vendors as well as compiling and formatting such data for reporting and monitoring purposes.
- Ability to coach employees and create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.
- Demonstrated strength in critical thinking and communicating complex and/or sensitive information in both oral and written formats.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Career Executive Assignment 2**, with the **MANAGED RISK MEDICAL INSURANCE BOARD**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of the examination will be used only to fill the position of the **CAREER EXECUTIVE ASSIGNMENT 2 - Benefits and Quality Monitoring, MANAGED RISK MEDICAL INSURANCE BOARD**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The Personnel Office staff will assess applications to assure applicants meet the minimum qualifications.

An evaluation committee will screen applications and Statements of Qualifications based on the identified Minimum Qualifications, the Desirable Qualifications for the position, and the competitive nature of each candidate's relevant knowledge, skills, and experience. Interviews may not be held if they are found unnecessary to make a selection. If interviews are held, only the most qualified candidates will be scheduled for an interview.

The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months or a new examination may be scheduled.

## **FILING INSTRUCTIONS:**

### **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF THE QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

**All interested applicants must submit:**

- A completed Standard State application (Form 678).
- The Statement is a narrative discussion of how the applicant's education, training, experience, and skills meet the Minimum Qualifications and Desirable Qualifications and qualifies them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take place of the Statement of Qualifications.

All applications must include "to" and "from" dates (month/day/year) of the candidate's experience. Applications received without the required Statement of Qualifications will be disqualified.

By Mail:

Managed Risk Medical Insurance Board Personnel Office - Exams P.O. Box 2769 Sacramento, CA 95812-2769 Attn: Julia Tribble - Personnel

In Person: Managed Risk Medical Insurance Board Personnel Office - Exams 1000 G. Street, Suite 450 Sacramento, CA 95814 Attn: Julia Tribble - Personnel

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: November 17, 2010. If you have questions regarding this information, please contact Julia Tribble at (916) 327-2322.

**SPECIAL TESTING:** If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION** If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The MANAGED RISK MEDICAL INSURANCE BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this

examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**California Relay (Telephone) Service for the Deaf or Hearing Impaired:** From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922.

**Equal Employment Opportunity Employer** to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

## **FILING INSTRUCTIONS**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

MANAGED RISK MEDICAL INSURANCE BOARD, Benefits and Quality Monitoring Division  
1000 G. Street, Suites 450, Sacramento, CA 95814  
Julia Tribble | (916) 327-2322 | JTribble@mrrib.ca.gov

## **ADDITIONAL INFORMATION**

"PENDING CONTROL AGENCY APPROVAL".

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**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>